

15 JUL 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Director of Personnel Policy, Planning,
and Management

SUBJECT: Executive Committee Decisions on SIS Rank
Stipend and Performance Award Procedures

STAT At the Executive Committee meeting on 18 June 1980, the Office of Personnel Policy, Planning, and Management Issues Paper on the SIS Award Program was discussed and a number of decisions reached. These decisions were summarized in [redacted] minutes of the meeting and are spelled out here for your review and formal approval:

1. Boards and panels will be required to make recommendations for awards and stipends.
2. Awards will be allocated on the basis of a combination of individual performance and organization evaluation.
3. Awards will be allocated to the Directorate Deputy Directors and the DCI Area based on 50 percent of the total on-duty strength for SIS-1, 2, 3 and 4, with a DCI/DDCI reserve also established.
4. The DCI/DDCI will exercise final approval authority for all SIS awards, based on recommendations from the Directorates and independent offices. The DCI/DDCI, rather than the Chairman, "E" Career Service, will make relevant award decisions for "E" Career Service SIS members.
5. The current rating officer is responsible for initiating awards action on SIS officers transferred during the rating period.
6. Directorates and offices with SIS officers assigned from other career services will be provided a separate award allocation for these non-careerists. Directorate on-duty SIS strength figures will be adjusted appropriately. Any unused portion of this separate allocation will revert to the DCI/DDCI reserve.

7. Award recommendations for officers of one career service serving in another Directorate will be initiated by the current supervisor and considered in the host Directorate chain of command.

8. Full award consideration will be given to SIS officers on developmental assignment or on detail outside the Agency, and to those promoted to SIS during the reporting period or retiring during the reporting period.

9. Recipients of rank stipends will not receive performance awards. SIS members who are nominated for stipends but not selected will be granted Class A performance awards.

10. The paperwork required to process recommendations will be limited to the Advance Work Plan, the Performance Appraisal Report, and the SIS rank stipend and performance award recommendation form, plus a memorandum for rank stipend recommendations.

11. Publicity will be provided on the awards program procedures, but the names of award and stipend recipients will not be published.

12. The DCI/DDCI will present all performance awards by letter.

/s/
Harry E. Fitzwater

APPROVED:

17 JUL 1980

/s/
Deputy Director of Central Intelligence

Date

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STAT OEPH/C/SIS/SS [] 7/17/80 (11 Jul 1980)